

AvanTax eForms gives you the tax forms, management tools and filing options you need to make the processing of information returns as efficient as possible!



AvanTax eForms is a product of:
ELM Computer Systems Inc.

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What Is AvanTax eForms?

AvanTax eForms is used by thousands of accounting firms, human resource departments and others to produce information returns required by the Canada Revenue Agency and Revenu Québec. For 30 years AvanTax eForms has been used across North America by every type of commercial and non-profit entity; from large multinationals and crown corporations to sole proprietors and small businesses.

New Features for 2016

In addition to updating eForms to the latest CRA/RQ guidelines for 2016, we've made the following updates:

- Added the ability to print selected slips by filtering on any data field. (*eForms Enterprise only*)
- Added the ability to delete selected companies to Global Changes menu
- Added the option to selectively backup your database before various system operations, such as: Delete companies; Remove Slips; Global slip changes & Data import.
- Improved sequence number handling when processing paper and electronic Revenu Québec forms
- Overall system improvements

NOTE: All the incredible features of AvanTax eForms are also part of our **AvanTax Filing Services**. If you're filing more than 500 slips, AvanTax Filing Services offers you a secure and cost effective alternative to in-house information slip preparation. We take care of everything: Preparing & filing XML returns; Recipient slip delivery; Reports and much more! To learn more, visit us at WeFileTaxSlips.com.

The indispensable software tool for preparing tax slips and summaries for Canadian federal and provincial information returns!

Benefits of AvanTax eForms

The 2016 release of eForms includes all the features of previous versions on which our clients have come to rely:

- **Many Forms Included!** Prepare slips and summaries for T4, T4A, T5, RL-1 and RL-3 returns and many more. (See the comparison chart on page 3 for a complete list.)
- **Multiple Printing Options!** Print to government-issued forms or plain paper using our approved facsimile forms.
- **Data Import!** Import data from any source via Excel, text files or XML returns generated by payroll or other third party tax software. (*eForms Standard & eForms Enterprise only*)
- **Automatic Adjustments!** Check for overpaid /underpaid CPP, QPP, EI and PPIP with the option to automatically apply adjustments with a complete audit trail.
- **Electronic Filing!** Save printing costs and time by submitting CRA & RQ copies of slips and summaries electronically instead of on paper. Both CRA and RQ require electronic filing for returns of over 50 slips.

Which version of eForms do I need: Enterprise, Standard, Basic or Lite?

We know that each firm has unique requirements so we offer eForms in four versions. (See the comparison chart on page 3 for further information.)

eForms Basic lets you file over 20 different federal and Québec

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information returns (slips and summaries) on paper or electronically. It also includes over 30 helpful reports and software tools to make you more productive.

eForms Standard adds powerful features to the Basic version to make processing information returns more efficient for larger firms:

- **Multi-user networking capabilities:** Gives an unlimited number of users concurrent access to data files stored on a network and keeps track of each user's setup options and settings.
- **Import from Excel:** Import data from Excel spreadsheets, eliminating the need to re-enter data that is available from other sources.
- **Import from XML:** Import slip data from any 2015 or 2016 electronic submission file, regardless of source.
- **Batch electronic filing:** Submit government copies of slips and summaries for multiple return types and companies in a single electronic submission (XML) file.
- **Federal and Québec partnership forms:** Includes slips, summaries, 13 federal schedules and 6 Québec schedules, fully integrated to link data to the correct forms.

eForms Enterprise is designed for organizations with high volumes and special requirements. Based on eForms Standard, eForms Enterprise adds the following features, allowing it to meet the needs of the largest organizations:

- The Event Viewer enables system administrators to view the history of data entry, printing, e-filing and other activity. Activities are tracked by date and time, user, company and type of activity.
- Distribute password protected PDF slips to recipients with eForms' built-in email capability.
- Enhanced filing status management enables system administrators to view filing status details for any company

or group of companies.

- Prepare Federal T3 slips, returns and summaries plus Québec RL-16 slips and TP-646 returns.
- Print slips filtering: Select slips to be printed by contents of any data field.

eForms Lite gives you the ability to paper or Internet file T4, T4A, T5, RL-1 and RL-3 returns with 25 slips in each return for up to five companies.

How do I get my copy of Avantax eForms 2016?

Order Online: The fastest way to get eForms is through our online store at: AvanTax.ca/eForms. If you're a returning customer, you can enter your postal code and customer number and the store will complete your order form with the data we have on file for you.

Once your order has been processed, you will receive a confirmation email that includes your authorization code. The authorization code unlocks eForms, enabling access to all features of your purchased Avantax eForms version.

Fax Order Form: You can complete the attached order form and fax it to us at: 416 495 0044.

Technical Support: Free, unlimited email and telephone technical support is always included with your registration.

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ELM Computer Systems Inc. has been providing tax software, custom programming, and consulting and IT services to thousands of accounting firms and other businesses across Canada since 1978.

Version Comparison Chart on page 3...

AvanTax eForms Comparison Chart				
Features	eForms LITE	eForms BASIC	eForms STANDARD	eForms ENTERPRISE
Platform (Note 1)	Windows (Vista, 7, 8 & 10)			
Max. number of companies	5	Limited only by your system resources		
Max. number of slips per return	25	Limited only by your system resources		
User friendly data entry	✓	✓	✓	✓
Display slips & summaries side-by-side	✓	✓	✓	✓
Identify and automatically adjust (reversible) over/under paid CPP/QPP, EI & QPIP.	✓	✓	✓	✓
Roll forward previous year's data (Note 2)	✓	✓	✓	✓
FREE!	Fully functional trial version	www.avantax.ca/eeforms-demo		
	Best Technical Support in the Business! Email: 9am - 8pm EST, Mon - Fri / Tel: 9am - 5pm EST, Mon - Fri	✓	✓	✓
	Product updates for current year	✓	✓	✓
T4, T4A, T5, R1, R3	✓	✓	✓	✓
NR4, RRSP, T4PS, T4RIF, T4RSP, T4A-NR, T4A-RCA, T5007, T5008, T5018, T2200, T2202A, T1204, TFSA, R2, R8, R11, R17, R18, R22, R24, R25, R27, R30, R31, TP-64		✓	✓	✓
T5013 & R15 partnership returns			✓	✓
T3 & TP-646 trust income returns (Note 3)				✓
Electronic / Internet file CRA & RQ XML files	✓	✓	✓	✓
Batch Electronic / Internet filing			✓	✓
On-screen preview of all reports	✓	✓	✓	✓
Batch print to our CRA & RQ approved facsimiles	✓	✓	✓	✓
Process subset of recipient slips		Original, Amended or Cancelled		Any subset
Print recipient slips filtered on value of any field				✓
Create password protected PDFs of recipient slips				✓
Save reports in CSV, HTML, PDF, RTF, XLS, TXT & JPG formats	✓	✓	✓	✓
Import data from CSV, Excel, XML & 3rd party payroll data in XML format (Note 4)			✓	✓
Update existing data during import				✓
AvanTax Import Service - We import your data & provide a complete eForms database (Note 5)	\$150.00 per return, or each 1,000 slips in return		N/A	N/A
Export slip information to CSV format			✓	✓
Company filing status reports	✓	✓	✓	✓
Enhanced company filing status reports				✓
System event viewer				✓
Transfer and merge data between databases		✓	✓	✓
Globally modify generic slip & summary data		✓	✓	✓
Multiple user database access			✓	✓
Control database access by user			✓	✓
Price - Annual Site License - Unlimited Support	\$105.00	\$295.00	\$495.00	\$695.00

NOTES:

- (1) eForms requires a current version of Windows and supports Windows on Apple hardware with Boot Camp or Parallels.
- (2) Databases created with eForms Basic, Standard or Enterprise are interchangeable. Databases created by eForms Lite can be transferred to any other version by our staff for a fee.
- (3) Includes T3 slip, T3 summary, T3 return, RL-16 slip and TP-646 return.
- (4) Import from Excel requires Microsoft Excel to be installed.
- (5) Each return consists of one summary and its associated slips. Improperly formatted import files will result in additional charges.